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Upward Mobility for Minorities in White-Collar Jobs

A Civil Service Commission survey of minority employment in full-time Federal civilian jobs, as of May 31, 1975 showed that minority group Americans hold increasing numbers and percentages of the Federal Government's higher graded and better paying "white-collar" jobs.

The survey covers net changes during the one-year period between May 1974 and May 1975. It shows more minorities employed throughout the middle and upper grade groupings of the general schedule and similar "white-collar" pay plans, and fewer minorities at the lowest grades. Minority employment also increased in supervisory jobs under "blue-collar" wage systems.

During the twelve-month survey period minority employment increased by 5.5 percent in general schedule grade GS-5 through 8 (up 4,819 jobs); by 8.7 percent in GS-9 through 11 (up 2,847); by 11.4 percent in GS-12 and 13 (up 1,688); and by 6.8 percent (up 269) in GS-14 and 15. At the top "super-grade" levels (GS-16 through 18) minority employment increased by 10 while nonminority employment declined by 251. At the lowest grade grouping, GS-1 through 4, minority employment decreased during the survey period by 4.4 percent (down 3,944 jobs).

The success of these results is attributed to upward mobility programs in Federal agencies, as well as to continued outreach recruiting under equal employment opportunity plans. The Equal Employment Opportunity Act of 1972 requires agencies to submit annual plans for CSC approval. According to the law, these plans must provide for training and education programs designed to provide a maximum opportunity for employees to advance so as to perform at their highest potential.

Minorities represented 20.9 percent (509,914) of the full-time Federal civilian work force of 2,438,068 as of May 31, 1975. This was 147 less than the minority total of 510,061 in May 1974 when minorities accounted for 21.0 percent of the work force. Total full-time Federal employment increased by 4,585 during the survey period. While the survey showed minorities

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Mendenhall Named FWP Director

Janice Kay Mendenhall has been named by the Civil Service Commission as Director of the Federal Women's Program. She assumed leadership of the Government-wide program designed to broaden opportunities for women in all aspects of employment in May.

CSC Chairman Robert E. Hampton said: "Janice Mendenhall is an outstanding person in many respects, and we are most fortunate to acquire her leadership of this important program. As head of Federally Employed Women, she has been a most effective advocate, and has created constructive tensions which have helped to move the Federal Women's Program forward. Her official working career—from

Mendenhall

management intern in 1969 to director of a national program in 1976—has been a model for others to emulate."

Mendenhall has been serving in the International Women's Year secretariat of the Department of State since last September, on loan from her regular position as Assistant Director of the Equal Employment Opportunity Program in the General Services Administration. While serving as Women's Program Coordinator in GSA from 1970 to 1973, she developed and put into operation a women's program of national scope.

Mendenhall was graduated with honors and received her master's degree in political science and public administration from the University of Kansas where she remained to serve briefly as assistant to the Dean of Women.

Dianne Humphrey, EEO Officer for the New Orleans District of the U.S. Army Corps of Engineers recently spoke at a luncheon honoring the Federally employed women in the Mobile area. Mayor Robert B. Doyle, Jr., proclaimed April 28th as Federal Women's Day in the City of Mobile, Alabama, to recognize the contributions of women to effective and efficient operation of government. More than 1,200 women are employed by Federal installations in the Mobile area.

EEO Institute Courses

July	
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Workshop for SSP Coordinators	3–5
Workshop for the FWPC	17–19
Advanced EEO Counseling	24–26
Upward Mobility Career Counseling	31–Sept 2

(These courses are offered in the Washington, D.C. area; for further information, contact the EEO Training Institute, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Many of the same courses are offered at the Commission's 10 regional training centers; for information on these field offerings, contact the nearest USCSC regional office.)

Upward Mobility in Boise

In Boise, Idaho, Upward Mobility is working at the Federal Highway Administration's Idaho Division Office. Nora E. Landers, one of 11 upward mobility participants and a Procurement Clerk, applied for and was selected for the bridge position for the Right-of-Way Training Program. Her individual upward mobility development plan calls for an estimated one-year training program combining on-the-job training in one or more of the Division Right-of-Way activities and formal classroom training in Right-of-Way given by the American Institute of Real Estate Appraisers in Chicago, Illinois. The program's objective is to enable Landers to systematically develop into a professional Realty Specialist.

FHWA is increasing the number of upward mobility positions to 20 during the coming months. These positions cover the headquarters and division offices.

Federal highway has a national training agreement with the Civil Service Commission which provides opportunities for lateral and upward mobility; facilitates the development of employees who have high potential for advancement; supplies highly-trained employees for vacant positions; and motivates employees to achieve.

Employees are selected competitively from among applicants who are in positions at grades GS-4 through GS-9 and their wage board equivalents and who are not now in administrative or professional positions. Because of the nature of the agency's mission responsibilities, a unique item in the selection criteria of this program is that employees who apply for training opportunities which can lead to long term advancement in administrative and professional occupations must indicate their willingness to be geographically mobile. This is comparable to a requirement in outside recruitment and employment.

A selection board, which includes representatives who have knowledge and experience in the occupational functions for which the employees are being considered, uses a set of job-related selection factors to rank the best qualified applicants, and considers supervisory appraisals, potential, educational background, experience, and other relevant factors.

An individual training plan provides for intensive, accelerated training related to the target career assignment. Within 30 days after initial assignment to the trainee position, a preliminary evaluation is made to assess the training needs of the employee and to plan schedules for meeting them. Supervisory evaluations are then made at 90-day intervals.

The office of personnel and training provides career counseling to trainees prior to their entering the program and periodically during the program. At FHWA the Director of the Office of Personnel and Training has the overall responsibility for Upward Mobility.

Of the 11 upward mobility positions currently filled, some of the target positions are: Motor Carrier Safety Assistant, Purchasing Agent, Equal Employment Opportunity Specialist, Highway Safety Management Specialist, and Highway Safety Technician.

For more information on FHWA's Upward Mobility Program, get in touch with Joy Penn, Department of Transportation, Federal Highway Administration, Training Division, Washington, DC 20590, telephone, 202-426-0512.

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The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through June 30, 1977.

Worker-Trainee at CAB

An article in the September-October 1975 issue of the EEO SPOTLIGHT described the Worker-Trainee Opportunity Program as part of a Government-wide response to a 1969 White House memorandum calling on Federal departments and agencies to hire low-skilled persons and, through training, to provide opportunities for them to develop careers in the Federal Government.

The Civil Aeronautics Board has done just that.

The CAB WT-O Program is small, but successful. The agency has established seven developmental jobs for worker-trainees who enter the program as clerk-typists, GS-322-1 with an ultimate target job of GS-312-4, or as clerks, GS-301-1 with a target job of GS-301-4.

CAB Vice Chairman Richard J. O'Melia and Willsella Martin.

The plan includes assessment of training needs and supervisory training. For the employee, the plan provides for a developmental period of up to twelve months, an orientation to the agency, counseling and advisory services, basic education, and formal and on-the-job training to help the worker-trainee advance from semi-skilled to skilled status.

An example of how the WT-O Program is working at the CAB is the experience of Willsella Martin. In 1973, Martin enrolled in the Work Experience Program sponsored by the United Planning Organization in cooperation with the United States Employment Service, the employment arm of the U.S. Department of Labor—District of Columbia Manpower Administration.

At the D.C. Skills Center she learned the basic clerical techniques. A Job Placement Specialist of the United Planning Organization heard of the CAB's Worker-Trainee Opportunity Program and recommended Martin for possible consideration for one of the seven available positions. She was interviewed and hired as a GS-301-1 clerk in the Domestic Passenger Fares Section, Bureau of Economics.

During the first phase of the program, which covers developmental assignments at the entry grade level—a one to three month period—Martin learned the methods, systems and patterns of organized work through on-the-job training. In the second step of her career development plan, she was selected for formal training at the Civil Service Commission's Communications and Office Skills Training Center.

Upon successful completion of this phase, she was promoted. The exceptionally high quality of her work, her attitude, and work performance proved so noteworthy that Martin was presented a Special Achievement Award on CAB's 1975 Honor Awards Day.

Martin is but one of some 15,000 Worker-Trainee participants throughout the Federal Government. Her example illustrates how a well designed program to enhance opportunities for low-skilled persons works to the benefit of the worker as well as the employer.

Seminar for Women at Ft. Knox

The U.S. Army Armor Center and Fort Knox, Kentucky, recently held a day-long seminar entitled "Horizons for the Third Century." Sponsored by the Federal Women's Program Committee, the seminar focused on identifying problems and barriers to equal employment opportunity for women and provided information and action plans for improving the status of women at Fort Knox. The Honorable Thelma Stovall, Lt. Governor of Kentucky, was the keynote speaker. Some 1200 women and their supervisors, military and civilian, attended the seminar.

Carol A. Harvey of the Civil Service Commission's Federal Women's Program Office spoke on career counseling. She stated that many women just "take a job", rather than planning a career, establishing goals, and creating a strategy for reaching them. Harvey outlined five career planning steps for women: assess your education and work history, assess your current job, examine where you fit into the organization, establish your career goals and aspirations, and map out a plan of action.

Harvey said that many women cannot envision themselves in a completely different field because they are not familiar with careers that are open to them, and suggested two publications that should be helpful in this regard. THE FEDERAL CAREER DIRECTORY–1976 is a basic, comprehensive catalogue that describes a wide variety of Federal white-collar jobs, the kind of work performed, locations, and qualifications required for each. The Directory may be ordered from the Government Printing Office (GPO) Stock Number 006-000-00900-0, $3.45 per copy, or should be available for perusal at Federal Job Information Centers operated by the Civil Service Commission. The OCCUPATIONAL OUTLOOK HANDBOOK published by the Department of Labor is the best single source for information about occupations in the nation. Most libraries have a copy of the handbook, and it can be purchased from the GPO for $6.25.

Seattle SSP Workshops

A program offering comprehensive workshops for agency Spanish Speaking Program Coordinators has been developed jointly by the Spanish Speaking Program Subcommittee of the Seattle Federal Executive Board, and the Civil Service Commission's Regional Training Center and Equal Employment Opportunity Office. The third in a series of workshops was recently held in Portland, Oregon.

Since most SSP Coordinators have this responsibility as a part-time activity, the main focus of the course is on effective management and control of available resources. Coordinators learn how to develop time allocation plans and work plans to identify and resolve problems. The work plan approach encourages coordinators to make maximum use of all agency EEO resources by linking up with the planning cycle for EEO plans.

The workshop includes role playing exercises in which coordinators interface with actual managers and EEO officials. The role playing is designed to provide the coordinators a simulated, first-hand experience in discussing questions effecting the use and direction of resources for the Spanish Speaking Program.

Approximately 58 percent of the agency S&P coordinators in the Seattle region have completed the workshops. In their critiques, the coordinators unanimously stated that the course was useful in helping them obtain a better understanding of program responsibilities, and also of the importance of advance planning to a results-oriented Spanish Speaking Program.

Older Americans Month in May

May 1976 was designated Older Americans Month by Presidential Proclamation 4426, dated April 5, 1976.

In his remarks upon signing the Proclamation, President Ford said of older Americans: "One of the best ways we can draw upon their strengths and skills is in the job and volunteer market. Too often, older and even middle-aged Americans are the victims of myths and prejudices regarding their capabilities. Americans must repudiate these myths and prejudices, as we have repudiated others, and assure our older Americans the chance to prove that time has only enhanced their demonstrated abilities."

In a memorandum to the heads of departments and agencies, Civil Service Commission Chairman Robert E. Hampton called the President's statement "a clear renewal of Administration commitment to equal employment opportunity for the older worker," and pointed out that "General prohibitions against age discrimination have long been part of civil service law and executive branch personnel policies."

In 1974, Congress reinforced these policies by amending the Age Discrimination in Employment Act of 1967, to cover the Federal employment sector. The Civil Service Commission's regulations call for a continuing program in each Federal agency to assure nondiscrimination on account of age, including in particular, the right of aggreived persons in the age group protected by the Act (40 to less than 65) to administrive due process under the discrimination complaints system.

Minorities cont'd.

gaining in "white-collar" employment under the general schedule and similar pay plans, up by 5,739 from 230,126 (17.0 percent) in 1974 to 235,865 (17.1 percent) in 1975, there were decreases in minority employment under the other three major pay system categories.

Full-time Federal employment of Blacks decreased by 3,318, down from 390,361 (16.0 percent of total Federal employment) in 1974 to 387,043 (15.9 percent) in 1975. This decrease for Blacks, who represented 75 percent of all minority Federal workers, occurred in blue collar, postal, and other pay systems, and resulted in the overall decline in minority employment shown by the survey. Under the white-collar general schedule and similar pay plans, there was a net gain for Blacks of 2,405 jobs, up from 171,658 (12.7 percent of total employment in these pay plans) in 1974 to 174,063 (12.6 percent) in 1975. All of the numerical gain occurred in grades above GS-5.

Federal employment of Spanish-surnamed Americans increased by 988 jobs, up from 78,972 (3.2 percent) in 1974 to 79,970 (3.3 percent) in 1975.

American Indians gained 1,475 Federal jobs between 1974 and 1975, up from 19,633 (0.8 percent) to 21,138 (0.9 percent).

Employment of Oriental Americans increased by 698, up from 21,065 in 1974 to 21,763 in 1975. The representation of Oriental employees as a percentage of the total full-time Federal work force remained constant (0.9 percent) during the survey period.

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